

Instructions for Chairs and Presenters

Presenters are required to be JSME members. If you are not a member, please apply for a membership beforehand via JSME website.

For Oral Presenters

1. PC Preview

Please register and preview your data at the PC Center at least one hour before your presentation.

< PC Center Opening Hours and Locations >

Opening Hours	Locations
June 5 th (Fri): 8:00-17:00 June 6 th (Sat): 8:00-16:00	Foyer, 2nd floor, G Messe Gunma

- Please note that registration of presenters in the morning program will be given priority between 8:00 to 9:30 on both days. Although preview can be available at the PC center, correction is not acceptable.
- Display, keyboard and mouse are prepared on the podium.
As the first slide will be projected by the secretariat, please operate from the second slide by yourself.

2. Preparing Presentation Data

Please indicate if there is a COI or not on the second slide (following the title slide).
examples;

COI disclosure Information: The authors have no financial relationships to disclose.

COI disclosure Information: The authors have the following financial relationships to disclose.
Advisory role for XXX, Stockholder in XXX etc.

[If you bring your own media]

1) How to bring presentation data

- Please create your presentation data in "Microsoft PowerPoint" and save it in a CD-R or USB flash drive and bring them.
- When copying your presentation data to media, be sure to finalize the data (close the session and close the session on the CD you used). If the data is not finalized, it will not open by other PC which is not used the data creation.
- If your presentation data includes movie/video, please bring your own laptop in case of any troubles.

2) Presentation data creating environment

- The following OS and applications are available at the PC center.

OS: Windows 10

Application: PowerPoint 2013 / 2021

If you create your data on Macintosh, please bring your own laptop and output adapter.

< Data creating environment>

Application: MS Windows PowerPoint 2013 or later

Font: Arial, Arial Black, Century, Century Gothic, Times New Roman

Symbol notation (recommended) : Symbol, etc.

Using standard fonts in Windows is recommended.

- 3) The resolution of the LCD projector is Full HD (1920 x 1080 pixels).
- 4) If your presentation data is linked to files of movie/video, those linked files should be also saved in the same folder.

Please confirm the operation by other PC which is not used data creation.

Windows: Windows Media Player

*Note

In case of Windows, please make sure you have a video file that can be played using the codecs included in the default settings of Windows 10 and Windows Media Player 12. (MP4 format recommended)

Audio output is also possible.

- 5) Do not select "Use Presenter View" of slideshow tab in PowerPoint
- 6) All presentation data will be disregarded as soon as possible after the conference.

[If you bring your own laptop]

- 1) Please confirm the operation of the presentation data by other PC which is not used the data creation.
There is no guarantee the operation in iPad, Surface, and other tablet devices. In case using them, please use them at your own risk.
- 2) The secretariat will prepare HDMI cable connector for PC.
If your laptop needs connector to convert to HDMI, please bring your own cable.
- 3) Please be sure to bring your own AC adapter.
- 4) Please deactivate screen-saver and power-saving mode in advance.
If not deactivate, the mode will be changed at the PC center.
- 5) Please bring backup data for your presentation.
- 6) After PC preview check, please bring your laptop to the operator's desk at the front left of the session room. After the presentation, it will be returned at the desk.

3. Presentation time

All presenters start and finish punctually as scheduled in order to be proceeded sessions smoothly.

Invited Lecture: Presentation time differs depending on each program.

Allocation time for each appointed speaker is notified by the secretariat.

Oral presentation: 8 min. (Presentation 5 min. / Q&A 3 min.)

For Poster Presenters

1. About Poster Presentations

- 1) Please present your poster in the designated area.
- 2) During the presentation time, please hold your own discussion in front of your poster.
 - * There will be no chairperson to facilitate.

2. Presentation/discussion and poster mounting/removal

Please put up and remove your posters at the following times.

A reception desk will be available in front of the poster room.

* Posters that are still displayed after the removal time will be disposed of by the Congress secretariat at the end of the Congress. Please note that the posters removed by Congress secretariat will not be kept in storage and will not be returned by mail.

	Mounting	Poster viewing	Presentation	Removal
Friday, August 5	8:30-10:00	10:00-18:00	Odd number 18:00-18:30 Even numbers 18:30-19:00	19:00-20:00
Saturday, August 6	8:30-10:00	10:00-17:00	Odd number 13:00-13:30 Even number 13:30-14:00	17:00-18:00

3. Poster Preparation

Please construct your poster according to the following size and the figure on the right.

Poster Panel Size: Height 210cm, Width 90cm

* The Secretariat prepares "Presentation number" card and tacks for putting up posters.

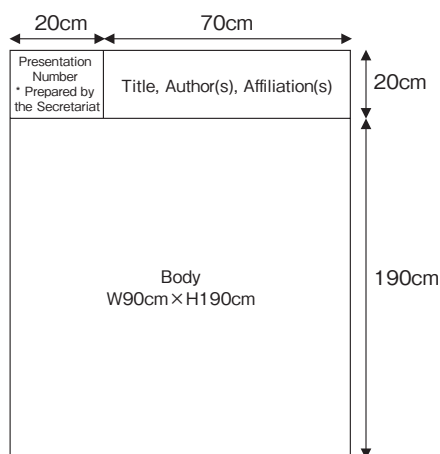
Presenters are required to prepare their presentation titles, names of authors and affiliations.

Please indicate if there is a COI or not in the last part of your poster.

examples;

COI disclosure Information: The authors have no financial relationships to disclose.

COI disclosure Information: The authors have the following financial relationships to disclose. Advisory role for XXX, Stockholder in XXX etc.



Awards for Academic Excellence

The winners of Award for Academic Excellence will be announced at the closing ceremony held in Aug 6, 17:30.